

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 21, 1987

ALL COUNTY INFORMATION NOTICE NO. 1-96-87

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: LATE COUNTY REPORTING PROCEDURES

The Late County Reporting Task Force was formed earlier this year to discuss the affects late submission of county claims had on federal funding and to determine what action(s) could be taken to achieve timely reporting from all counties. The task force included representatives from the County Welfare Directors Association (CWDA) - Fiscal Committee and the State Department of Social Services (SDSS).

When county expenditure claims are submitted late and cannot be included in the quarterly expenditure reports submitted to the Federal Government, the result is a reduction in federal funds available to disburse. Until the late claims are reported and the Federal Government funds the late reported expenditures (six months to one year) there is a shortage of federal funds. Under the present system, all counties share in this shortage.

The official due dates for county claims are:

1. Assistance Claims - 8 working days after the end of the claiming month.
2. Administrative Claims - 12 working days after the end of the claiming quarter.

Based on federal regulations, the SDSS is to complete and submit the federal report 30 days after the end of the quarter. The SDSS has negotiated an unofficial extension which allows the county due dates to be unofficially set at:

1. Assistance Claims - 20 calendar days after the end of the claiming month.
2. Administrative Claims - 30 calendar days after the end of the claiming quarter.

These unofficial due dates are subject to change in the event the federal regulatory reporting requirements are enforced.

In June the task force submitted a recommendation to the CWDA Fiscal Committee. The recommendation was to develop a process for rewarding those counties that report their expenditures on a timely basis as opposed to the present system where all counties share in any federal fund shortage caused by counties not reporting on time. The recommendation was to be phased in over two quarters to allow counties having difficulties reporting timely to take corrective action. After this period, if a county did not submit their claim within the required time frame resulting in their claim not being included in the quarterly expenditure report, their federal fund advances would not be issued for the next quarter and the reimbursement for that claim would be issued only after the federal expenditure could be reported and the funds received.

This recommendation was approved by the Fiscal Committee and presented to the Board of Directors for their approval.

The Board of Directors did not approve the task force recommendation. They requested more time be given for implementation/corrective action, more technical assistance be provided, and a more formalized means of providing late counties the implications of late reporting.

Therefore, the task force developed the following procedure with the approval of the Fiscal Committee and the Board of Directors:

- I. Counties not reporting within 30 calendar days for administrative claims and 20 calendar days for assistance claims after the end of a report period will be notified by letter. The letter will identify the possible financial loss to the counties due to late reporting. The letter will ask the county to submit an action plan that identifies activities they are implementing to resolve their reporting problem. These plans are not for SDSS use but will be forwarded to CWDA for their information and use in adopting changes to the advancing policy.

(NOTE: TIMELY CLAIMS ARE MORE IMPORTANT THAN 100% COMPLETENESS. SINCE A CLAIM CANNOT BE REPORTED UNTIL RECEIVED, SUBMITTING A TIMELY CLAIM IS MOST IMPORTANT. IF NECESSARY, COUNTIES SHOULD CONSIDER CONSOLIDATING ANY ADJUSTMENTS INTO ONE SUPPLEMENTAL CLAIM.)

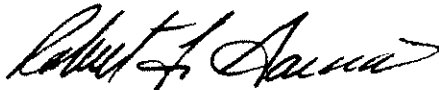
- II. Counties from which claims are not received in time to be included in financial reports to the Federal Government will be notified by letter of the financial loss to all counties their late report has caused.

(NOTE: SDSS HAS A GENERAL POLICY TO INCLUDE, IF WORKLOAD AND TIME PERMITS, LARGE COUNTIES CLAIMS, SUBMITTED LATE, IN THE FEDERAL REPORT IN ORDER TO MAXIMIZE FEDERAL FUNDS. IF THE TASK FORCES' ORIGINAL PROPOSAL IS ADOPTED IN THE FUTURE, CLAIMS WILL BE PROCESSED ON A FIRST-IN, FIRST-OUT BASIS.)

- III. The SDSS will provide a quarterly summary report of all counties that claim late to the CWDA Fiscal Committee Chairperson. The report will identify counties whose claims were not received in 20/30 days, those counties not included in federal reports and the fund shortage that the counties are sharing. County plans to correct their claiming problems will be attached to the report for use by the Board of Directors.
- IV. The CWDA Fiscal Committee Chairperson will share the quarterly report with the CWDA Board of Directors. The information will provide the board information for any actions they deem necessary in resolving fund shortages due to timely reporting.

These procedures will be implemented immediately. It is anticipated that these procedures will be in affect for one year or until policy changes are made.

If you have any questions, please contact James L. Miller, Chief, Accounting and Systems Bureau at (ATSS) 485-0686 or (916) 445-0686.



ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA